Interface Administration Overview

This Job Aid provides information about the Time Entry Upload process and the Absence Entry Upload processes in Cardinal.

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Time Entry Upload Process

Using the Time Entry Upload program, Cardinal loads productive and non-productive (if applicable) time files sent from interfacing agencies. The following steps are outlined for use by the Time and Attendance (TA) Interface Administrator role, who is responsible for Time Entry Upload process oversight and error resolution:

1. The agency sends time entry data using a Cardinal flat file template posted on the secure Cardinal servers for processing. External system files should be placed in the Cardinal File Transfer Protocol) FTP server folder.
2. The Time Entry Upload program is run in batch and processes any inbound time entry files.
3. Cardinal receives the Time Entry Upload files and checks for file level errors and will reject those files without loading the transactions. These file level errors will appear on the **Time Entry Upload Error Report**.
4. Cardinal processes files that pass file level error validation and checks for transactional errors against a set agency error threshold. If the percentage of errors is below the agency's set threshold, the valid transactions will load to Reported Time in Approved status, and the transactions with errors should be reviewed on the **Time Entry Upload Review** page and **Time Entry Upload Error Report.**
5. The agency will use the **Time Entry Upload Error Report** and the **Time Entry Upload Review** page to view, change, or cancel transaction level errors. The TA Interface Administrator should review for errors daily or based on the frequency the agency sends Time files.
6. Transactions updated on the page online in Cardinal, which pass validation, load to Reported Time in Needs Approval status and require Reported Time approval in Cardinal.
7. The agency Time & Labor Administrator role can add or change interfaced transactions directly on the Timesheet, if necessary. Timesheet updates for interfacing employees require Reported Time approval in Cardinal.
8. The TA Interface Administrator for the agency will also have the Time & Labor Administrator role for access to the report, review page, and agency timesheets. Employees with interfaced time will not have access to report time online.

Agencies should monitor their file server folder and review error reports to identify if the file submitted to Cardinal is rejected due to file level errors. Agencies should immediately transmit the corrected file. If the inbound time file is accepted by Cardinal but has transaction level errors, all errors should be immediately corrected by the agencies. Errors not addressed by the payroll processing deadlines may impact employee pay and earnings distribution.

Time Entry Upload Process Flow

Agency Time Entry Upload Error Processing Diagram
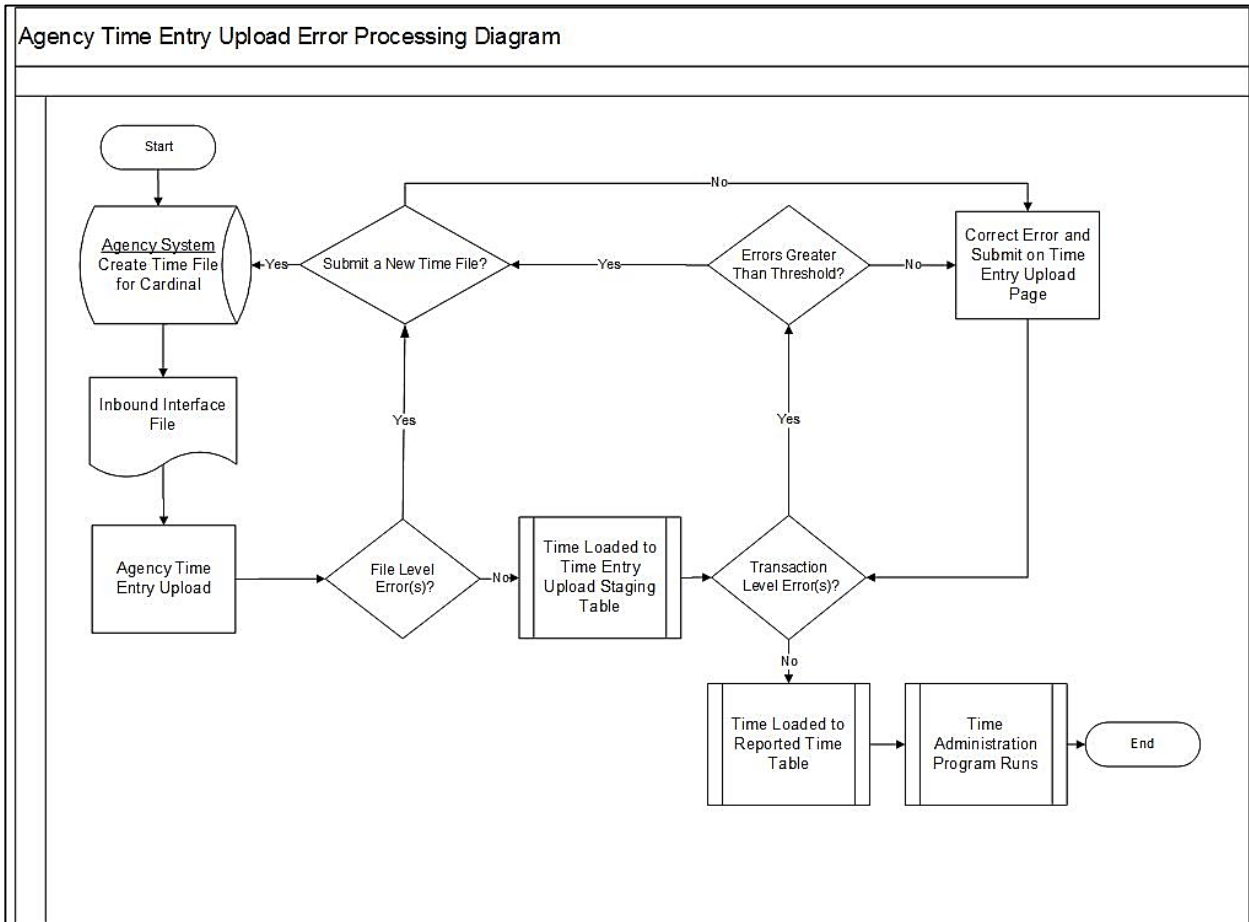
Note: When time is adjusted on the **Time Entry Upload Review** page it will require approval. After time has been submitted, it will process and load to the **Reported Time** and will require approval. Once the **Reports To** Supervisor approves the time, it will go through the Time Administration process.

Time Entry Upload Error Processing

There are two different rejection error levels for the Time Entry Upload program:

- **File Level Error:** A file level error will occur if the file does not meet file layout or other file requirements (e.g., corrupted file or invalid file name). If a file level error occurs, none of the transaction data in the file is uploaded into Cardinal. The file must be corrected by the agency and re-sent to Cardinal for processing.

- **Transaction Level Error:** A transaction level error occurs if the file is successfully processed by Cardinal (no file level errors exist), but individual transactions contain invalid values or do not meet interfacing time reporting requirements for the employee or agency (e.g., combination edit errors or missing required fields for a transaction). If a transaction level error occurs, only the transaction(s) with errors are rejected and all other transactions in the file are uploaded into Cardinal. The transaction(s) with errors should be corrected in the agency source system and re-sent to Cardinal or corrected manually online in Cardinal using the **Time Entry Upload Review** page.

  - Each agency has a set Time Entry Upload error threshold limit (e.g., 10%). This error threshold is the limit for the total percentage of transaction level errors allowed in the time file in order for the program to load the valid rows as Reported Time. If the total errors in the agency time file is more than the error threshold, no transactions will be loaded as Reported Time. The submitting agency will use the **Time Entry Upload Review** page to either:
    - Cancel the full file (and submit a new file for processing) or
    - Load the valid transactions as **Reported Tim**e and manually handle the errors.

All file and transaction level errors can be viewed in the **Appendix** section of this Job Aid.

Time Entry Upload Error Report

The **Time Entry Upload Error Report** can be viewed for a file after the daily batch process has run to completion. The batch process posts the report to the Report Manager in Cardinal within the agency specific folder and to the file server for the agencies to retrieve automatically outside of Cardinal. Reports are available in the Report Manager for 30 calendar days and on the file server for seven days. The error report can be re-generated at any time by end users.

File and transaction level errors identified during file processing are reported on the **Time Entry Upload Error Report** generated by the batch process.

The published Report Manager and file server report results are not updated if time is updated and corrected; however, the error report can be regenerated at any time by end users. The report should be reviewed by the agency daily or based on the frequency the agency sends time files.

1.	The **Time Entry Upload Error Report** can be generated manually by navigating to the **Time Entry Upload Error Report** page using the following path:

	Navigator > Time and Labor > Reports > Time Entry Upload Error Report

	The Time Entry Upload Error Report Search page displays.

2.	Enter your Run Control ID in the **Run Control ID** field.

	Note: If you do not have a Run Control ID, click the **Add New Value** to set one up. For further information on adding a Run Control ID, see the WBT **NAV225 Cardinal Reporting (HCM).** This WBT can be found on the Cardinal website in **Course Materials** under **Learning**.

3. Click the **Search** button.

The Time Entry Upload Error Report page displays.

4. Enter the **Date Range** for when you want to run the report. This can be one day or several days based on the date the Time files were uploaded.

5. In the **How Specified** field, choose the Selected Detail Values option.

6. Under the **Select Values/Nodes** section in the **Business Unit** field enter or select your agency's **Business Unit**.

7. Click **Run** to run the report.

The **Process Scheduler Request** page displays in a pop-up window.
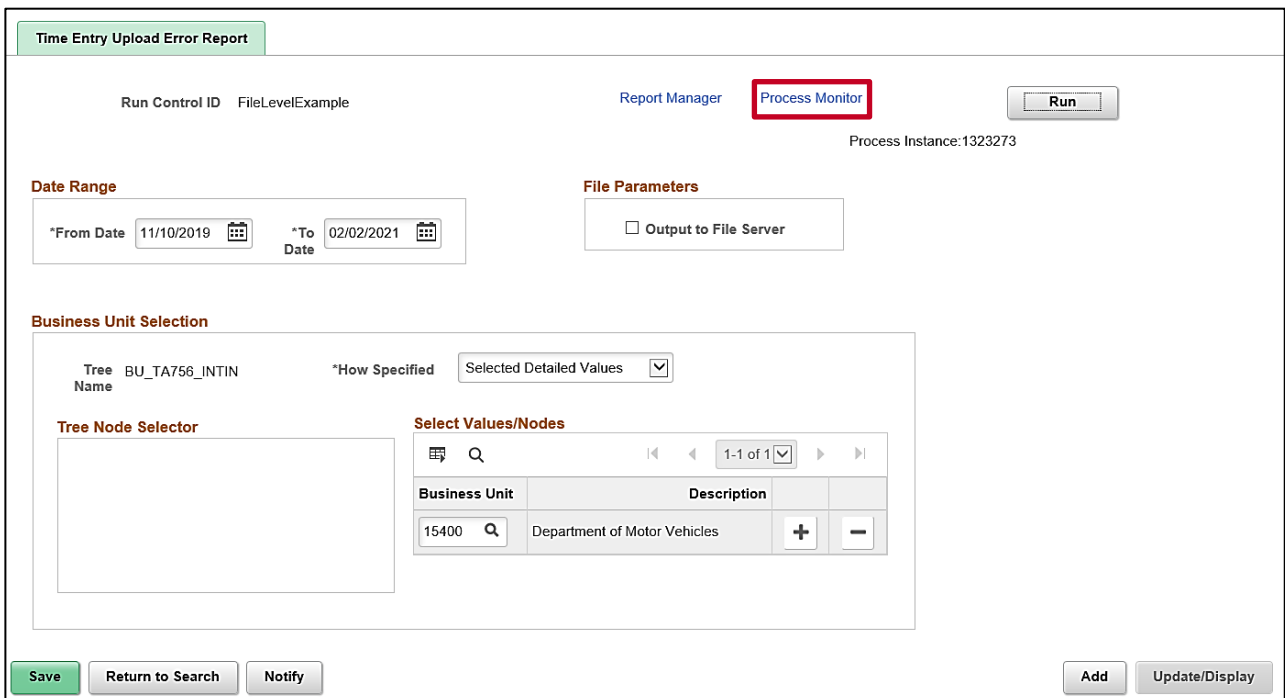
8.   Click **OK** to send the report to the Process Scheduler.

The **Time Entry Upload Error Report** page refreshes and displays the Process Instance number.

9.   Click the **Process Monitor** link to view the report.
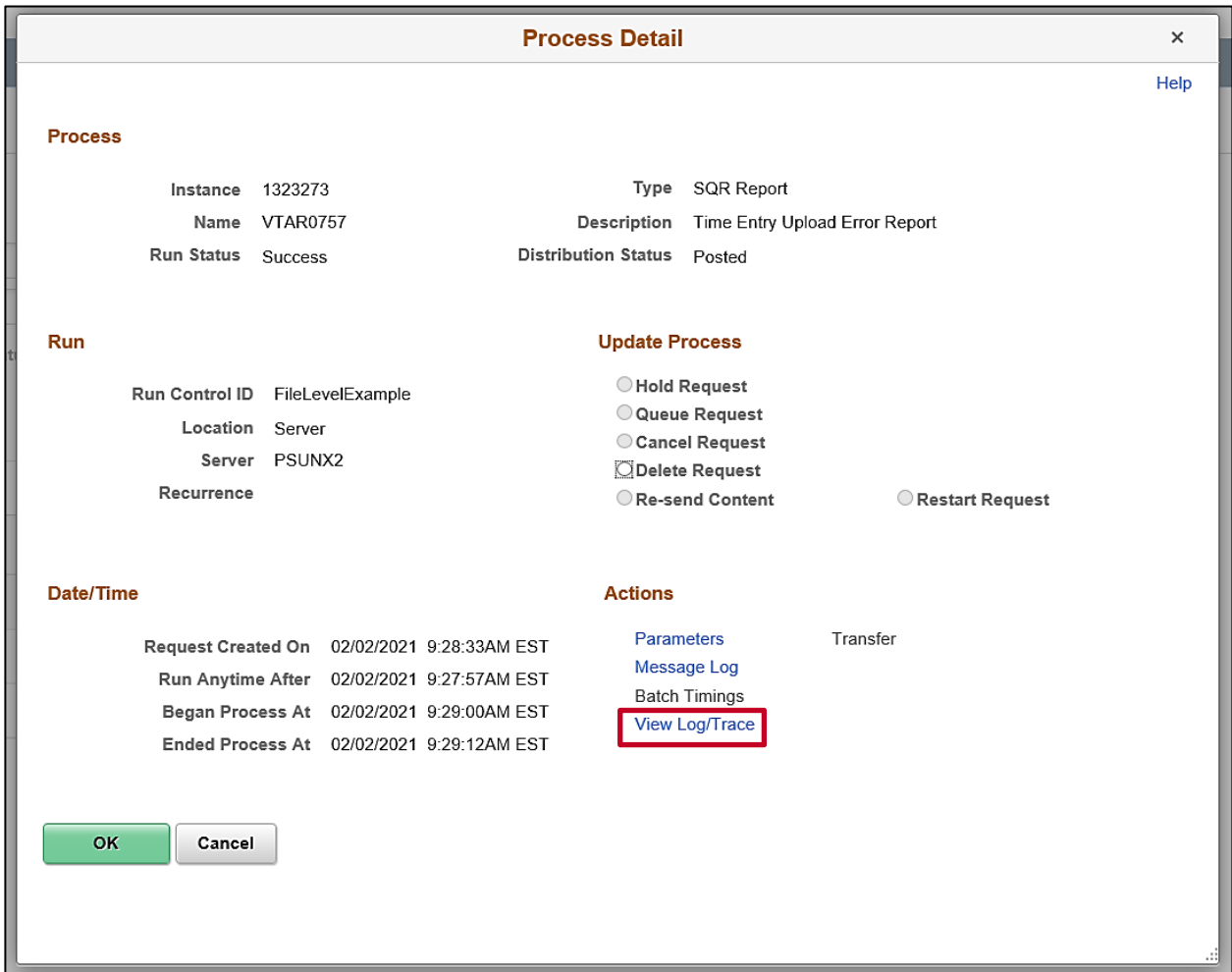
The **Process List** page displays.

10.   After the report generates a **Run Status** of **Succes**s and a **Distribution Status** of **Posted**, click on the **Details** link.

The **Process Detail** page displays in a pop-up window.

11. Click the **View Log/Trace** link.

The **View Log/Trace** page displays in a pop-up window.

12.   Click the **PDF** link to view the report.

The Time Entry Upload Error Report displays.

13. Open the file to view **File Level and Transaction Level** errors, if applicable.

If there are File Level Errors, the agency must correct the file and upload again.

If there are Transaction Level Errors, the employee transaction errors will display specific employee data with error descriptions. If the Transaction errors are greater than the threshold, the file can be uploaded again.

Note: The file can be uploaded again with corrected transactions even if it is under the threshold.

To review and manage the transaction errors online in Cardinal, navigate to the **Time Entry Upload Review** page on page 12 of this Job Aid.

Time Entry Upload Review Page

The **Time Entry Upload Review Page** is used to view the transactions in the file that did not successfully upload as Reported Time. If the total error percentage in the file is more than the error threshold, you can upload the file again.

Note: The file can be uploaded again even if it is under the threshold. This is an agency decision.
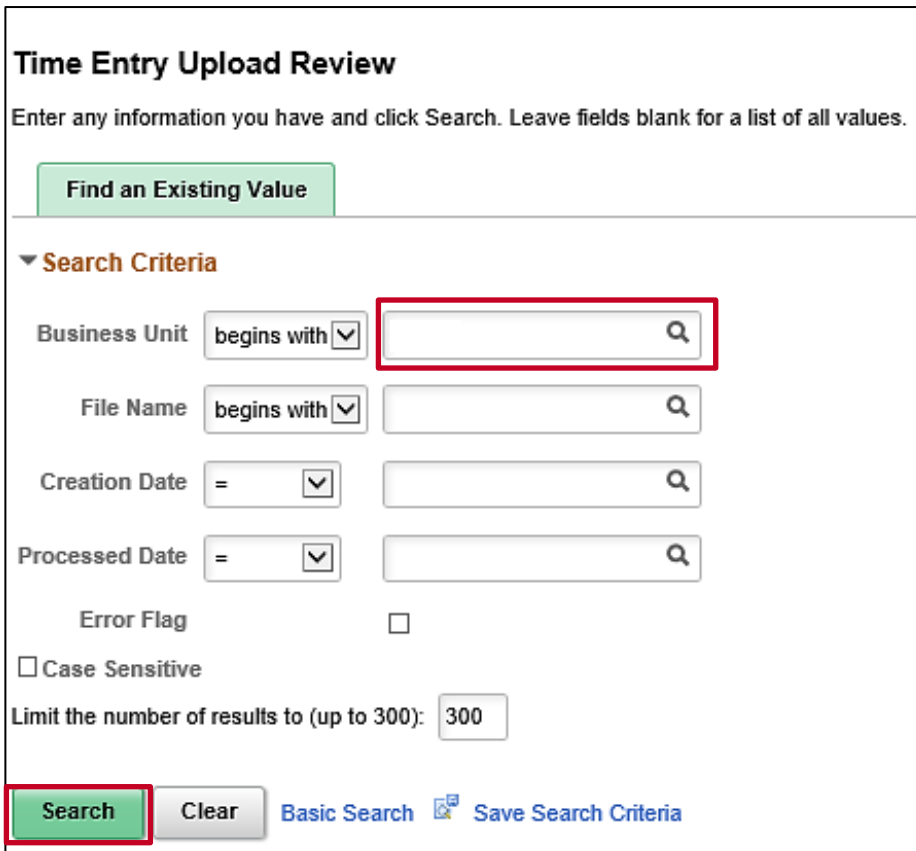
Use the **Time Entry Upload Review** page to correct the error transactions and re-submit for loading the transaction as Reported Time. You can also cancel the transaction and correct the transaction directly on the Timesheet.

Note: Using direct Timesheet entry should only be used as a last resort. The adjustments should be made in the source system as needed to keep the systems in sync.

1. Navigate to the **Time Entry Upload Review** page using the following path:

    Navigator > Cardinal Interfaces > TA Interfaces > Time Entry Upload Review

    The Time Entry Upload Review page displays.

2. Enter your Business Unit in the **Business Unit** field.

3. Click the **Search** button.

The **Time Entry Upload Review** page results display on the bottom of the page.

4.   The list of files displays with **Error Flag** indicator (**Y** or **N**). Click a link from the **File Name** column.

The Time Entry Upload Review Transaction Summary displays.

5. The **Transaction Summary** section of the page displays status totals for all transactions in the file.

If a File Name with **Error Flag Y** is selected, there are outstanding errors and the **Error Transaction Detail** link is available from the **Transaction Summary** page. The **Cancel Remaining File** button is also available and if used, the file will be discarded for upload.

Transaction Statuses and Definitions:

Transaction Status	Definition
Staged	Waiting for file submit. You will not see this data on the Time Entry Upload Review page
Error	Transactions that failed validation viewable from the Time Entry Upload Review page
Update	Transactions updated viewable from the Time Entry Upload Review page
Cancel	User chose to cancel and is unavailable from the Time Entry Upload Review Page
Hold	There are multiple transactions for an employee for the day and some passed validation, but at least one errored out. Lines in error will display from the **Time Entry Upload Review** page. Transactions on hold for the day are viewable from the hold link and waiting for the transaction in error to be corrected so all transaction for day can be loaded.
Complete	Number of transactions successfully loaded as Reported Time in Approved workflow status
Override	A later transaction overlaid the original file

6. Click the **Error Transaction Detail** link to view the Transaction Level errors.

The **Error Transaction Detail** page displays.

7. Correct the errors and the **Submit** button will load updated transactions as Reported Time.

From the **Error Transaction Detail** page, the TA Interface Administrator will be able to note the Error Message and can determine the best actions as follows:

- **Cancel Selected Row(s)** – Click the **Cancel Selected Row(s)** after it is determined to cancel some or all transactions and resend the corrected transactions in a new file.
- **Cancel Selected Day(s)** – Click the **Cancel Selected Day(s)** after it is determined to cancel some or all transactions by the day(s) and resend the corrected transactions in a new file.
- **Correct TRC/Quantity** – Correct the values causing the transaction error and submit for processing.
- **Hold Transactions -** Click the **Hold Transaction** link to view transactions validated yet requires the errored transaction for the entire day to load. Correct the errored transaction and the transactions in Hold Status will update to Report Time.
- **Save** - The agency can click the **Save** button to save updated transactions in progress.
- **Submit** – Click the **Submit** button to request Cardinal to reprocess the updated valid transactions, cancel the errored transactions, and resend/interface the errored transactions.

Absence Data Upload Process

Cardinal loads absence take data for active salaried employees from agency systems to Cardinal Absence Management (AM) using the Absence Entry Upload program. This is specifically for agencies that use Cardinal as their leave system of record. The following steps are outlined for use by the TA Interface Administrator role, which is responsible for the Absence Data Upload process oversight and error resolution.

The interface for the Absence Upload will load the Absence Takes into the current system from the files provided by various agencies.

1. The agency sends absence entry data using a Cardinal flat file template posted on the secure Cardinal servers for processing (external system files should be placed in the Cardinal FTP server folder).
2. The Absence Data Upload program is run in batch and processes for any inbound absence entry files.
3. Cardinal receives the Absence Upload program files and checks for file level errors and will reject those files without loading transactions. These file level errors will display on the **Absence Data Upload Error Report**.
4. The valid transactions load as Absence Events in Approved status and transactions with errors are viewable on the **Absence Data Upload Error Report**.
5. The agency will use the **Absence Data Upload Error Report** to view transaction level errors. The TA Interface Administrator should review for errors daily or based on the frequency the agency sends absence files.
6. The agency Absence Administrator role can add or change interfaced transactions directly on the Timesheet or on the Absence Event page, if necessary. Absence updates on the Timesheet for interfacing employees require Reported Time approval in Cardinal.
7. The TA Interface Administrator for the agency should also have the Absence Administrator role to access the report and agency timesheets. Employees with interfaced absences will not have access to report absences online.

Absence Data Upload Process Flow
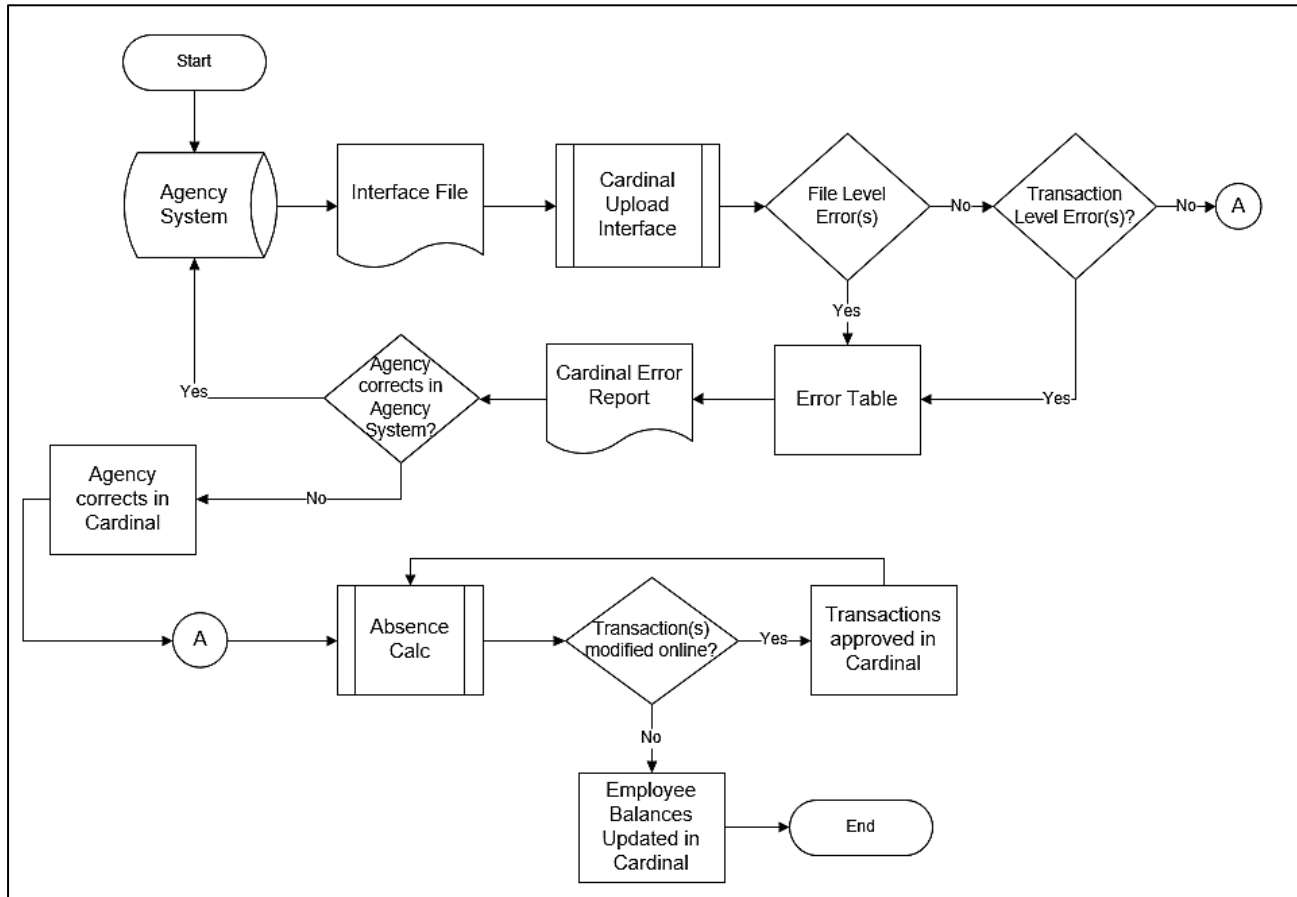
Absence Data Upload Error Processing

There are two different rejection error levels for the Absence Entry Upload program:

- File Level Error: A file level error will occur if the file does not meet the file layout or other file requirements (e.g., corrupted file or invalid file name). If a file level error occurs, none of the transaction data in the file is uploaded into Cardinal. The file must be corrected by the agency and re-sent to Cardinal for processing.

- Transaction Level Error: A transaction level error occurs if the file is successfully processed by Cardinal (no file level errors exist), but individual transactions contain invalid values or do not meet interfacing absence reporting requirements for the employee or agency (e.g., missing required fields for a transaction). If a transaction level error occurs, only the transaction(s) with errors are rejected and all other transactions in the file are uploaded to Cardinal. The errored transaction(s) should be corrected in the agency source system and re-sent to Cardinal, or corrected manually in Cardinal by the Absence Administrator.

Absence Upload Error Report

The **Absence Entry Upload Error Report** can be generated for a file after the daily batch process has run to completion. The batch process posts the report to the Report Manager in Cardinal within the agency specific folder and to the file server for the agencies to retrieve automatically outside of Cardinal. Reports are available in the Report Manager for 30 calendar days and on the file server for 7 days. The error report can be re-generated at any time by end users.

File and transaction level errors identified during file processing are reported on the **Absence Entry Upload Error Report** generated by the batch process.

The published Report Manager and file server report results are not updated if time is updated and corrected; however, the error report can be re-generated at any time by end users. The report should be reviewed by the agency daily or based on the frequency the agency sends absence files.

1. The **Absence Entry Upload Error Report** can be generated manually by navigating to the **Absence Entry Upload Error Report** page using the following path:

    Navigator > Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Absence Upload Error Report

The **Absence Upload Error Report Search Criteria** page displays.

2. Enter your Run Control ID in the **Run Control ID** field.

    Note: If you do not have a Run Control ID, click the **Add New Value** to set one up. For further information on adding a Run Control ID, see the WBT **NAV225 Cardinal Reporting (HCM).** This WBT can be found on the Cardinal website in **Course Materials** under **Learning**.

3. Click the **Search** button.

The **Absence Upload Error Report** page displays.
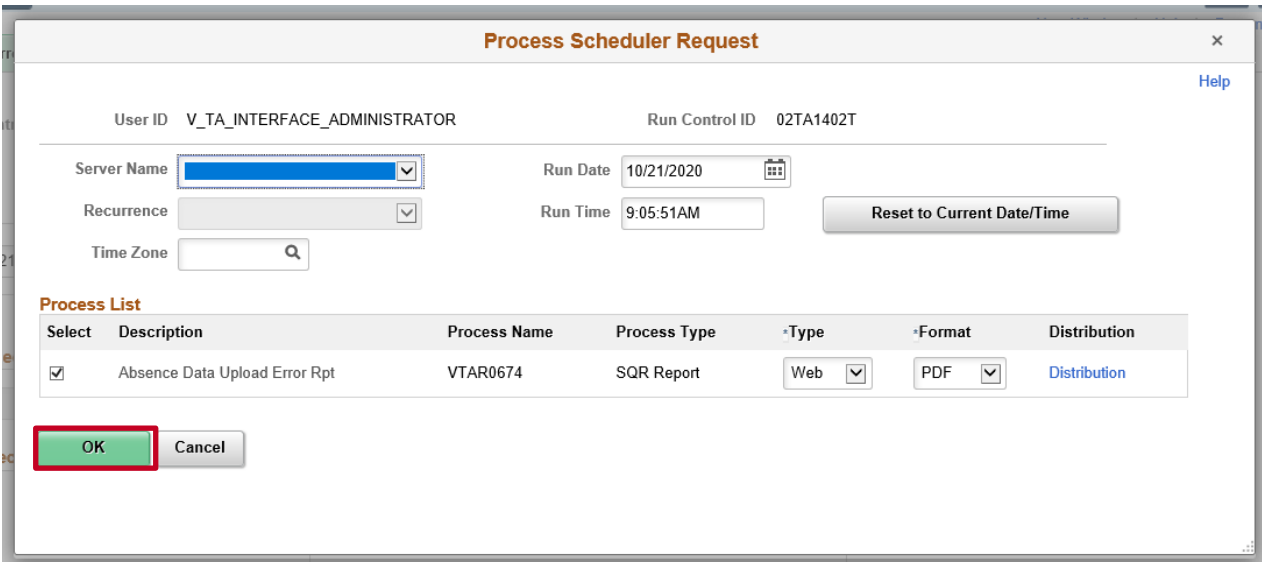
4. Enter the **Date Range** for when you want to run the report. This can be one day or several days based on the date the absence files were uploaded.

5. Choose the **Selected Detail Values** list in the **How Specified** field list menu.

6. Enter or select your agency's Business Unit in the **Business Unit** field under the **Select Values/Nodes** section,

7. Click the **Run** button.

The **Process Scheduler Request** pop-up window displays.
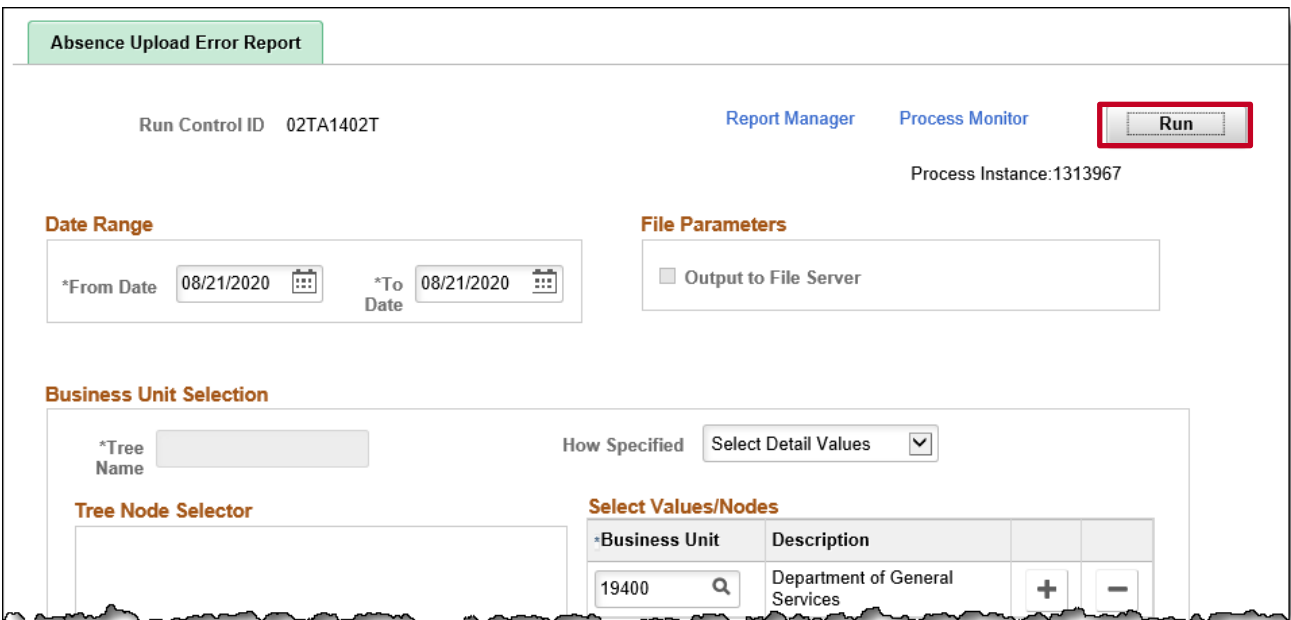
8.   Click the **OK** button to send the report to the **Process Scheduler**.

The **Absence Upload Error Report** page displays.

9.   Click the **Process Monitor** link.

The **Process List** tab displays.

10. After the report generates a **Run Status** of **Success** and **Distribution Status** of **Posted**, click the **Details** link next to the report.

The **Process Detail** page displays in a pop-up window.

11. Click the **View Log/Trace** link.

The **View Log/Trace** page displays in a pop-up window.

12. Click the **PDF** file to view the report. If the file contains errors, the PDF file name will contain the word **ERROR**.

The selected report displays.

```
                                                    Commonwealth of Virginia

                                          ABSENCE DATA UPLOAD ERROR REPORT                          Run Date: 02/01/2021
Report ID: RTA674                                                                                   Run Time: 02:19 00

Interfacing Business Unit: 19400 Department of General Services                          Page No. 3  of 6
Uploaded Date Range: 08/21/2020  To  08/21/2020

File Name: 19400_TA758_IN_08212020_1325_003.DAT
Upload Run Date: 08/21/2020

                  Absence          Absence  Absence           Error
          Business Take            Absence Begin    End      Absence Field
Employee ID Unit  Element          Reason  Date     Date     Duration Name         Error Description
          19400   FSK TAKE ELEM    FSK     12/26/2019 12/26/2019 8     BUSINESS UNIT  Employee Business Unit in file does not match Employee Business Unit in Cardinal
          19400   FSK TAKE ELEM    FSK     12/26/2019 12/26/2019 8     EMPLID         Employee does not have a work schedule assigned
          19400   FVC TAKE ELEM    FVC     12/23/2019 12/23/2019 8     BUSINESS UNIT  Employee Business Unit in file does not match Employee Business Unit in Cardinal
          19400   FVC TAKE ELEM    FVC     12/23/2019 12/23/2019 8     EMPLID         Employee does not have a work schedule assigned
          19400   FVC TAKE ELEM    FVC     12/10/2019 12/10/2019 8     BUSINESS UNIT  Employee Business Unit in file does not match Employee Business Unit in Cardinal


Total number of rows submitted                        3        Total number of Absence hours submitted              24
Total number of rows with Errors                      3        Total number of Absence hours with errors            24
Total number of rows successfully Processed           0        Total number of Absence hours loaded successfully    0
```

13. Review the file to identify File Level and Transaction Level errors (if applicable). If there are file level errors, the agency must correct the file and upload it again.

Appendix

Time Entry Upload – File and Transaction Level Errors

The following lists File Level and Transaction Level Errors that could result from the Time Entry Upload program.

File Level Errors	
Error	**Explanation**
Business Unit XXXXX file sent has already been processed	Reject file when File Name has already been processed based on the interface file tracker record already knowing the filename.
File Name in the Header record is not matching with the original File Name	Reject file when File Name in Header record (Record Type 000) does not match File Name being processed.
File data corrupted	Reject file, write message to the message log, update interface file tracker record status field to "Error" and update the description field to "File data corrupted". Process itself will run to 'Warning' status in the Process Monitor.
The total number of rows X in the file does not match the row count Y given in trailer row	Reject file when total number of records in the file does not match the Total Rows field (ROW_COUNT) in the Trailer Record (Record Type 999).
The total transaction X in the file does not match transaction count Y given in trailer row	Reject file when total number of Detail records (Record Type 001) in the file does not match the Total Detail field (V_ COUNT1) in the Trailer Record (Record Type 999).
Total TL Quantity is not matching with the trailer quantity	Reject file when sum of TL_QUANTITY from the Detail records (Record Type 001) in the file does not match the Total sum of Quantity field (TL_QUANTITY) in the Trailer Record (Record Type 999).
Total Distinct Employees in the file is not matching with the trailer Employee count	Reject file when count of unique EMPLID from the Detail records (Record Type 001) in the file does not match the Total Distinct Employee Count field (EMPL_CNT) in the Trailer Record (Record Type 999).
Agency (XXXXX) Upload file is blank	Reject file when there are no Detail records (Record Type 001) or the file has no records at all.
Agency (XXXX) Upload file received with no Header record	Reject file when there is no Header record (Record Type 000) in the file.
Agency (XXXXX) Upload file received with no trailer record	Reject file when there is no Trailer record (Record Type 999) in the file.
Invalid Source Business Unit	Reject file when the Business Unit in the Header Record is not valid in the Cardinal Interface Tree.

Transaction Level Errors	
Error	**Explanation**
Invalid Activity	The ChartField field ACTIVITY_ID (known as Activity) has a value that does not exist in Finance for the PC Business Unit, Project combination.

Transaction Level Errors	
Error	**Explanation**
Invalid Agency Use 2	The ChartField field BUDGET_REF (known as Agency Use 2) has a value that either does not exist, or is Inactive in Finance for the Date that was reported.
Invalid PC Business Unit	The ChartField field BUSINESS_UNIT_PC (known as PC Business Unit) has a value that does not exist in Finance.
Invalid Cost Center	The ChartField field CHARTFIELD1 (known as Cost Center) has a value that either does not exist, or is Inactive in Finance for the Date that was reported.
Invalid Program	The ChartField field CHARTFIELD2 (known as Program) has a value that either does not exist, or is Inactive in Finance for the Date that was reported.
Invalid Agency Use 1	The ChartField field CHARTFIELD3 (known as Agency Use 1) has a value that either does not exist, or is Inactive in Finance for the Date that was reported.
Invalid FIPS	The ChartField field CLASS_FLD (known as FIPS) has a value that either does not exist, or is Inactive in Finance for the Date that was reported.
Invalid CF Department	The ChartField field DEPTID_CF (known as Department) has a value that either does not exist, or is Inactive in Finance for the Date that was reported.
Invalid Fund	The ChartField field FUND_CODE (known as Fund) has a value that either does not exist, or is Inactive in Finance for the Date that was reported.
Invalid Asset	The ChartField field OPERATING_UNIT (known as Asset) has a value that either does not exist, or is Inactive in Finance for the Date that was reported.
Invalid Program Code	The ChartField field PROGRAM_CODE (known as Program Code) has a value that either does not exist, or is Inactive in Finance for the Date that was reported. This is not a valid ChartField - reserved for Future Use only and in the "Not Supported Yet" tab on the Time Entry Upload Review – Error Transactions Detail page.
Invalid Project	The ChartField field PROJECT_ID (known as Project) has a value that does not exist in Finance for the PC Business Unit.
Invalid Task	The ChartField field PRODUCT (known as Task) has a value that either does not exist, or is Inactive in Finance for the Date that was reported.
Invalid Category	The ChartField field RESOURCE_CATEGORY (known as Category) has a value that either does not exist, or is Inactive in Finance for the Date that was reported.
Invalid Source Type	The ChartField field RESOURCE_TYPE (known as Source Type) has a value that either does not exist, or is Inactive in Finance for the Date that was reported.
Invalid Subcategory	The ChartField field RESOURCE_SUB_CAT (known as Subcategory) has a value that either does not exist, or is Inactive in Finance for the Date that was reported.
Invalid PC BU, Project and Activity combination.	When any of the ChartFields fields for PC Business Unit, Project or Activity have a value passed, all three fields must have a valid non-blank value passed.
Invalid ChartFields Combination	The ChartFields combination supplied did not pass Finance ChartField Edit validation.

Transaction Level Errors	
Error	**Explanation**
ChartFields provided for Task Template where Combo Code = Not Used	ChartFields supplied for Productive Time in file, however employee has Taskgroup where ChartFields are not available.
Other TRC transactions submitted for the same day along with the DEL TRC	When reporting the DEL Time Reporting Code (TRC) for a day, no other TRC's should be entered for the same Empl ID, Position Number and Date
Employee not valid for Business Unit	Although a match for Employee ID and Position Number was found for the date, the Job Data Business Unit (on Work Location tab) does not match the File Detail Business Unit.
Invalid Pay Status	The Payroll Status on Job Data (seen on the Work Location tab) is not valid to send data to payroll from TA. The only valid Payroll Status for TA data to be passed is "Active" or "Leave With Pay".
Employee is not in an Interface Workgroup	The fourth character of the Workgroup identifies if the Workgroup is valid for Time Entry Upload Interface. The only valid values are - I for Interfacing all time (for example HNRI07BP1) - A for Interface Productive Time / Online Absence.
Override Rate not authorized for BU	A non-zero value was passed in the OVERRIDE_RATE field (known as Override Rate), but Cardinal configuration does not allow the Business Unit to use this field. This field is reserved for Future Use and in the "Not Supported Yet" tab on the Time Entry Upload Review – Error Transactions Detail page.
Reported Future Productive Time based on Open Pay Calendar Pay End Date YYYY-MM-DD.	Productive Time (where TRC is identified with TRC Category of REGULR or OVERTM) is not allowed to be reported past the last day of the current open Pay Calendar. The Date listed in the Error Message is the last valid Date that can be reported at this time. This error is unique to Time Entry Upload interface.
Future Period exceeds allowed date YYYY-MM-DD	Time Entry Upload has the same Future Grace Period access as a Manager. Future Time that is not Productive Time (see above) can be entered 90 days in advance based on the system date and the employee's full Workgroup Period. The date listed in the Error Message is the last valid date that Future Time can be reported based on the current system date.
Prior Period exceeds allowed date YYYY-MM-DD	Time Entry Upload has the same Prior Grace Period access as a Manager. Prior Period adjustments can be entered 90 days in the past based on the system date and the employee's full Workgroup Period. The date listed in the Error Message is the first valid date that Prior Period Time can be reported based on the current system date.
Prior Year exceeds allowed date YYYY-MM-DD	Time Entry Upload has the same Prior Year access as a Manager. This feature will be used to close Fiscal Year. Cardinal can close a Prior Year based on a Month. The date listed in the Error Message is the first valid date that Prior Month Time can be reported based on the current system date

Transaction Level Errors	
Error	**Explanation**
Submitting Business Unit is not Authorized to Submit this Employee	The Business Unit on the Detail record is not an authorized Business Unit to be submitted based on the Business Unit on the Header record
Employee / Position number not found	No Active HR Status Job was found for the supplied Employee ID and Position Number for the Date.
Employee has multiple Jobs for same Position	The employee has more than one Job with Active HR Status for the Position Number for the Date.

Invalid Report Template Field - XXXXXXXXXX	A field controlled by Report Template has a value passed but the field is not enabled to accept data for the employee's job. These fields are:
	
	• On the "Time Reporting Elements" tab from the Time Entry Upload Review – Error Transactions Detail page
	   o RULE_ELEMENT_1 (known as Shift)
	• On the "Not Supported Yet" tab from the Time Entry Upload Review – Error Transactions Detail page
	   o OVERRIDE_RATE (known as Override Rate)
	   o RULE_ELEMENT_2 (known as Rule Element 2)
	   o TASK_PROFILE_ID (known as Task Profile ID)
	   o STATE (known as State)
	   o LOCALITY (known as Locality)
	   o COMP_RATECD (known as Comp Rate Code)
	   o OVERRIDE_RSN_CD (known as Override Reason Code)
	   o BILLABLE_IND (known as Billable Indicator)
	   o RULE_ELEMENT_3 (known as Rule Element 3)
	   o RULE_ELEMENT_4 (known as Rule Element 4)
	   o RULE_ELEMENT_5 (known as Rule Element 5)

Missing Data in Required Field - XXXXXXXXXX	A field that is required to pass a value had no value passed. These fields are:
	
	• On the "Overview" tab from the Time Entry Upload Review – Error Transactions Detail page
	   o EMPLID (known as Empl ID) – cannot be changed.
	   o POSITION_NBR (known as Position Number) – cannot be changed.
	   o DUR (known as Date) – cannot be changed. Will load as 01/01/1800 in this situation.
	   o SEQ_NBR (known as Seq Nbr)
	   o TRC (known as TRC)
	• On the "Task Reporting Elements" tab from the Time Entry Upload Review – Error Transactions Detail page
	   o BUSINESS_UNIT (known as Business Unit)

Numeric fields are not right justified or contain non-numeric characters	The Quantity field (TL_QUANTITY) was either blank, or had non-numeric characters. Will load to the Time Entry Upload Review – Error Transactions Detail page with the value Zero, which might pass Submit validation based on TRC configuration.

Transaction Level Errors	
Error	**Explanation**
Invalid Time Reporter	As of the Date reported, the Empl Record that was identified for the Empl ID and Position Number did not have any Maintain Time Reporter Data enrollment.
Inactive Time Reporter Status	As of the Date reported, the Empl Record that was identified for the Empl ID and Position Number had Inactive Status on Maintain Time Reporter Data.
Employee / Position / Date: YYYY-MM-DD received for same sequence number.	Multiple records with the same sequence number (field SEQ_NBR) were reported for the same Employee ID, Position Number and Date. The first instance of the sequence number will not have an error but additional records will receive the Error Message.
Invalid TRC for date	TRC supplied in file is either not known or not Active for the date supplied.
Invalid TRC – Payable Only	TRC supplied in file is not available for data entry on Timesheet. It will only be system generated in Payable Time.
Invalid TRC – Absence Only	TRC supplied in file is not available for data entry on Timesheet. It is a Cardinal Absence that must be interfaced via Absence Data Upload or online Absence Entry.
TRC is not in TRC Program	TRC supplied in the file is not available in the TRC Program associated with the employee's Workgroup.
Invalid Comp Time TRC/Balance	The employee does not have Active Comp Plan Enrollment for the Comp Time Plan associated with the passed TRC.
Quantity cannot exceed 2 decimals	The Quantity field cannot have more than 2 decimal values.
Quantity exceeds TRC limits	Cardinal has configured a minimum value and a maximum value for TRC's. The total quantity for the TRC for an Empl ID, Position Number and Date exceeds this configured limit. For example: • No TRC's can have a negative quantity. • DEL, REG, HOLM, HOLR are the only TRC's allowed to pass Quantity Zero. • Holiday TRC's (e.g. HOLM, HOLR, HCS, HCSR, HOS, HOSR, HNPM, and HNPR) cannot exceed 8 hours. • No Productive Time or Absence can exceed 24 hours.
More than 24 hours reported.	Cardinal has configured TRC's as Actual Hours or Compensation Hours. For all Hour TRC's with the Actual Hours configuration cannot exceed 24 hours across all TRC's reported for the Empl ID, Position Number and Date. For example: • REG 8 and OVT 16.1 totals 24.1 so TRC's where the cumulative total exceeds 24 will get the Error Message. • OVT 16 and ONCHP 10, although total exceeds 24, ONCHP is Compensation Hours, and so no Error would be generated.

Transaction Level Errors	
Error	**Explanation**
Invalid Shift field value	The field RULE_ELEMENT_1 (known as Shift) has a value that either does not exist, or is Inactive for the Date that was reported. Available on the "Time Reporting Elements" tab from the Time Entry Upload Review – Error Transactions Detail page.
Invalid Taskgroup	The field TASKGROUP (known as Shift) has a value that either does not exist, or is Inactive for the Date that was reported. Available on the "Not Supported Yet" tab from the Time Entry Upload Review – Error Transactions Detail page.
Invalid Comp Rate Code	The field COMP_RATECD (known as Comp Rate Code) has a value that either does not exist, or is Inactive for the Date that was reported. Available on the "Not Supported Yet" tab from the Time Entry Upload Review – Error Transactions Detail page.

Invalid Task Value	A field controlled by Task Template has a value passed but the field is not enabled to accept data for the employee's job. NOTE: Error Message does not indicate which field is causing the problem. These fields are:
	
	• On the "Task Reporting Elements" tab from the Time Entry Upload Review – Error Transactions Detail page
	    o BUSINESS_UNIT (known as Business Unit)
	    o TASK (known as Telework)
	    o USER_FIELD_5 (known as Agency Value)
	• On the "Not Supported Yet" tab from the Time Entry Upload Review – Error Transactions Detail page
	    o COMPANY (Company)
	    o LOCATION (Location)
	    o DEPARTMENT (Department)
	    o JOBCODE (Job Code
	    o CUSTOMER (Customer)
	    o USER_FIELD_1 (User Field 1)
	    o USER_FIELD_2 (User Field 2)
	    o USER_FIELD_3 (User Field 3)

Invalid Telework	The field TASK (known as Telework) has a value that either does not exist, or is Inactive for the Date that was reported. Available on the "Task Reporting Elements" tab from the Time Entry Upload Review – Error Transactions Detail page.
Invalid Billable Indicator	The field BILLABLE_IND (known as Billable Indicator) has a non-blank value other than N or Y. Available on the "Not Yet Supported" tab from the Time Entry Upload Review – Error Transactions Detail page.

Transaction Error Notes:

Cardinal will ignore passed ChartFields for Non-Productive Time without any error messages.

Errors related to job data can cause multiple errors. For example, Missing Employee ID can cause all the errors listed below:

- Employee ID is missing on the file
- Employee is Inactive/does not exists in JOB
- Employee Primary Job not found
- Employee does not have a work schedule assigned

Time & Attendance Job Aid

TA372 Interface Administration

Absence Data Upload – File and Transaction Level Errors

The following lists File Level and Transaction Level Errors that could result from the Absence Data Upload program.

File Level Errors	
Error	**Explanation**
Unable to open file, file has been corrupted	The file is not in proper flat file format or it is corrupted.
Missing key fields, invalid length, incorrect date format, null value missing	As per the Cardinal data layout, there are certain specification standards for the flat file. The key data fields cannot be empty, every data field has a certain character length, a field cannot be empty because the null value is missing, etc.
Total number of hours doesn't match the total sum of hours provided in the file	Total number of hours in the file doesn't match the sum of hours provided.

Transaction Level Errors	
Error	**Explanation**
Duplicate Rows	The flat file might contain duplicate records.
BU is not mapped on the BU Tree	The Detail Record BU is not under the BU Tree selected on Run Control page.
Employee is not assigned to BU passed in the file	BU Specified in the Absence file doesn't match with BU in Cardinal.
Employee ID is missing on the file	There is no Personal Data / Job Data for the Employee ID field on the file.
Multiple primary jobs found	Problem with HR Job Data.
Employee primary job not found	Problem with HR Job Data.
Employee is Inactive/ does not exists in JOB	Employee does not exist in Job Data or is terminated.
Employee not enrolled in AM	Problem with HR Job Data.
Absence Take is not found in the system	Unsupported Absence Take passed in interface file.
Absence Take is not valid for the Employee Eligibility Group	Employee not eligible for Absence Take passed in interface file.
Absence Reason is invalid	Absence Reason found in the file is not valid.
Absence Reason is Missing	There is no Absence Reason found on the file.
Begin Date is required	There is no Begin Date on the file.
Absence submitted for scheduled day off	Absence submitted for scheduled day off.
Employee has an absence prior to 90 days from current date	Absence Take begin date is prior to 90 days from current date.
Employee Leave hours are greater than the employee scheduled hours	The absence hours are greater than the employee scheduled hours and Absence .
Absence hours on holiday greater than scheduled hours	The Absence hours including holiday hours greater than the employee schedule hours.
Absence Take not found to void	The Absence Take not found on an absence Begin Date.

Transaction Level Errors	
Error	**Explanation**
Employee applied for future leave which is after 90 days from current date	Absence Take begin date falls on a date which is after 90 days from current date.
Insufficient balance	The Absence take hours should not be greater than the current available balance for the absence that is being loaded.
Employee Does Not have a Work Schedule Assigned	Assigned work schedule not found for employee.